



# GPC NEWSLETTER

## January 2004



**H**appy New Year, hope everyone had a safe and enjoyable holiday.

This informational newsletter is prepared and distributed by the 61<sup>st</sup> Contracting Squadron (61 CONS) for the use and enlightenment of all GPC cardholders and billing officials at organizations serviced by Los Angeles Air Force Base, CA. This information is intended to broaden and refresh knowledge of the GPC program and its guidance. You are encouraged to maintain these briefs as part of your permanent file. This month's topics include AFWay, tracking your funds, purchasing organizational coins, IMPAC rebates, and other pertinent subjects.

Please take time to visit the GPC website! You can obtain vital program information, sample document formats and links to other GPC websites. It is available at:

<http://www.losangeles.af.mil/SMC/PK/PKHOME/PKO/gpc/index.html> Your suggestions for improvements are encouraged.

### AFWAY

**F**or all IT purchases, the use of AFWay is mandatory. This includes, but is not limited to, personal computers, servers, peripherals, laptops, and network devices. There are no requirements to have more than one source or to review at least three price quotes when purchasing through AFWay.

The electronic waiver provided via the AFWAY system does not constitute approval to purchase from sources other than AFWAY sources. This electronic waiver provides an Air Force-wide-view of products and services, beyond HQ AFSPC standardization (Normal View) for Space Command field installations like LAAFB. If this type of waiver still fails to support the requirement, the customer may use AFWay's Request for Quote (RFQ) option directly to the chosen vendor.

All customers are required to submit and have an approved PWRR Manager Requirement as source documentation for all items purchased via AFWAY. The new URL for PWRR Manager is <https://spa.afspc.af.mil/tm2k>.

For purchases of DESKTOPS or NOTEBOOKS, requests for waiver must be submitted to HQ AFSPC for approval. The local CSO no longer has authority to grant such waivers.

For purchases of IT products other than desktops of notebooks, requests for waiver must be submitted to the CSO, 61 CS/CC, via this office, 61 CS/SCXP, for approval.

### TRACKING YOUR FUNDS

**I**t is the Billing Official's responsibility to maintain a running balance of their funds. IAW AFI 64-117 paragraph 4.3.4.1.1 states: 4.3.4.1.1. "The approving official is responsible for providing GPC dollar limits to the A/OPC for all of their cardholders and to ensure that established limits are not exceeded." This includes the funds committed on the AF Form 4009. Based on the number of accounts that have been suspended over the past few months for insufficient funds violations, I am stressing the importance of the Billing Officials coordinating with SMC/FM Accounting Liaison Office, to ensure your records agree.

In addition, if you receive credits from vendors for returned items, you must ensure the money is available in commitment status in Looking Glass / BQ. If the credit appears in the same billing cycle that the charge was made, no need to make any adjustments. However if the charge is made in one month and the credit is reflected in a future month, the Billing Official must notify Finance to adjust their funding in Looking Glass / BQ. Failure to do so may result "Insufficient Funding", at a minimum, a 30-day suspension of the Billing Official's account.

### PURCHASING ORGANIZATIONAL COINS

**W**e continue to get many inquiries about the purchase and issuance of organizational coins to military and civilian personnel and guests for various reasons. If these coins are to be purchased using appropriated dollars, then mandatory rules must be followed to ensure proper use of funds. Presentation of coins to dignitaries and officials purchased with official representation funds must follow guidance contained in AFI 65-603, while presentation to military and civilian personnel must follow AFI 65-601, Budget Guidance and Procedures, dated 24 Dec 02.

AFI 65-601, Vol 1, para. 4.29.2, authorizes Air Force activities to use appropriated funds to purchase organizational coins to be presented for performance recognition awards authorized by those AFI 36-XXXX series instructions which pertain to mission accomplishment, or a MAJCOM/FOA/DRU supplement thereto. AFI 36-2805, Special Trophies and Awards, para.

1.4.4 (dated 29 Jun 01), authorized presentation of organizational coins as mission accomplishment awards.

**No other authority allows the use of appropriated funds to procure mementos, e.g., coins or medallions, for Air Force individual military or civilian personnel or units if the reason is for the presentation is not specifically addressed as a mission accomplishment award.**

The Air Force does not have the authority to issue coins procured with appropriated funds for the following purposes: being assigned to an organization, present for duty, or as an attendee at a recurring meeting. The authority for merchandise-type items (e.g. organizational coins) for mission accomplishment awards for civilians is 5 USC 1125 (CG Decision B-243025) and for military, 10 USC 1125 (CG Decision B-247687). Organizational coins purchased with appropriated funds may not be personalized with the presenter's name (EXCEPTION: Four (4) star general officers are authorized to personalize coins.) IAW AFI 65-601, Vol 1, para 4.29.2.

Nonappropriated funds should be used to buy mission accomplishment awards for NAF employees, AFI 34-201, Use of NAF, para. 9.1.1.2 (17 Jun 02).

#### **WHY CAN'T I BUY FROM WHERE I WANT?**

This is an often-asked question. Often, the rules governing where you can satisfy your requirements are viewed as a major hindrance. Our enforcement of the program rules is also viewed as such. While the program's procedures may seem at odds with the quick procurement of your requirements, there are bigger dynamics involved.

The United States has decided that its support of various socio-economic programs (UNICOR, NIB/NISH, small businesses, recycling, etc.) is so important as to require you, in your role as cardholder, to purchase certain items from statutorily mandated organizations. The required use of these organizations is spelled out in the Federal Acquisition Regulation (FAR) and other public laws.

As a result, AFI 64-117 mandates the use of these sources in the priority adopted by the Government and set forth in FAR Part 8. These sources, in order of priority, are:

#### **Supply Items**

Existing agency inventory is the first source considered. If the needed supply is not available from existing inventory (normally Base Supply), FAR 8.001 directs the agency to consider other sources in the following order:

- Activity Inventories
- Federal Prison Industries (UNICOR)
- JWOD (NIB/NISH)
- AFWAY (All It requirements)
- Government Wholesale Supply Sources (FSS)
- Federal Supply Schedules (GSA)

- Other sources not listed above (Only applies < \$2.5K)

#### **Services**

To satisfy agency service requirements, sources are considered in the following sequence:

- DAPS (for printing services)
- JWOD (NIB/NISH)
- FSS/GSA
- FPI (UNICOR)
- Other sources not listed above (Only applies < \$2.5K)

So, you see, we do not require you to go to UNICOR and JWOD-affiliated organizations first, because we are trying to be difficult. We believe in the program and are only enforcing the guidance that we have received. Despite what you may see as a hindrance, your continued support pays dividends for many of the less fortunate members of our society.

#### **USING THE GPC ABOVE \$2500**

If you would like to use your GPC above the \$2.5K limit, you must have a letter authorizing you to do so, AND the item(s) must be available on a prepriced contracting instrument (GSA, BPA, IDIQ, etc.). I'm sure everyone knows that by now. What I want to stress is to ensure the item you purchase is actually on the contract. The vendor will tell you they do indeed have a contract and will even give you the contract number, but if the item you purchased is NOT on the contract, you have violated the rule against using the card above that \$2.5K on the open market (definitely an offense resulting in suspension). Please ensure the item you want to buy is on the GSA or some other type of contract. Before you make the purchase, you should specifically ask the vendor, "Is this item on your GSA contract?" To be safe ask them to send you a copy of the page of the contract schedule that lists the item.

#### **RECEIPTS**

Cardholders must have a receipt for every purchase that is made using the GPC. If you are missing a receipt you MUST write a Memorandum for Record (MFR) explaining what you bought and why you do not have a receipt.

#### **QUARTERLY SPENDING LIMITS**

Under the latest guidance, the Financial Services Office (FSO) is required to set the quarterly spending limits for each approving official account at the same dollar value as the AF Form 4009. This is designed to serve as a safeguard to hopefully prevent the overspending of funds attached to the account, an offense that will result in unit

commander notification and suspension of the cardholder's and/or approving official's GPC privileges and/or other disciplinary action. **In the event your card is declined, first contact the bank to ascertain the exact reason. Then, call one of us and we will get the problem resolved. Whenever you encounter this problem, your FIRST step should be to contact the bank.** If your problem is a result of exceeding your quarterly limit, contact SMC/FMF (SSgt Buckner, 3-6120) for assistance.

### IMPAC REBATES

**I**MPAC Rebates are issued by US Bank as a result of actual spending and timely payment of our monthly GPC bill. US Bank issues a check to the US Treasury for the total IMPAC Rebates on a quarterly basis. Because the rebates are usually small, these funds are forwarded to 61 ABG/CC and added to the Quality of Life funds. 61 ABG/CC manages the Quality of Life funds for LAAFB. Do not include these rebates in your funds (as a credit), they are NOT credited to your account.

### CELL PHONE SERVICE

**I**f your annual requirement is under \$2,500, continue as you have in the past. Do not pay for services in advance (pay no more frequently than monthly) and do not sign up for any agreement that would impose a penalty for early termination. If your annual requirement is above \$2,500 and less than \$25K, you may obtain your services using the GPC card only if granted, in writing by 61 CONS/CC, procurement authority above \$2,500 AND the services you are buying are on a prepriced contracting instrument (in this case a GSA contract or BPA). If your annual requirement is in excess of \$25,000, you must continue to submit your requirement to 61 CONS/LGCC for procurement.

### PROPERTY ACCOUNTABILITY

**U**nder AFI 64-117, 06 Dec 2002, Unit Commanders are responsible for accountability for equipment items equal to or under the micro-purchase threshold (\$2,500). Of particular interest are electronic devices such as PDAs, digital cameras, cell phones and pagers. The commander of the activity must establish a locally devised program that provides visibility and audit trail capability. This may include use of hand receipts and spreadsheets. Accountability requirements for equipment items valued in excess of the micro-purchase procedures are also detailed.

The tracking of computer equipment and software is also required. See AFI 33-101, *Communications and Information Management Guidance and Responsibilities*, for additional information.

### GIFTS ARE STILL UNAUTHORIZED

**T**he prohibition against the purchase of gifts (e.g. retirements, farewells) is still in effect. This also includes food/beverages for organizational functions (commander's call, picnics, parties, awards programs), promotional items for conferences, meetings, symposia (coins, mugs, coasters), and cash incentive awards. Although U.S. flags may be purchased with unit funds for gift presentation to military personnel upon their retirement only, the rental of banquet halls or similar facilities for these functions is NOT authorized.

Unless specifically authorized by law, the purchase of those items considered entertainment (i.e. party supplies, serving materials, food, drink, etc), continues to be prohibited. The exceptions to this policy are listed in AFI 65-601 V1, Para 4.28.1. and 4.42.2.

**Note:** Light snacks may be purchased with the GPC by a hosting unit in conjunction with a conference. (See AFI 65-601 for a complete discussion on this subject and for more detailed guidance on unauthorized uses of appropriated funds.)

### MINIMUM ESSENTIAL REQUIREMENTS

**W**hen purchasing items/services using the GPC, the purchaser is required to purchase the item or service that meets the minimal requirements of the organization. For example, if you have a basic need to rent a vehicle to transport 4 passengers, you should rent something closer to a compact versus a full-sized convertible with leather interior and 10-disc CD changer. I know this may be an extreme example, but hopefully you see my point.

This philosophy should be used regardless of the item or service contemplated. If you want to purchase personal planning systems (i.e., Franklin, Day Runner), purchase only the generic (green) refills or the cheapest binders instead of the myriad selection of premium products. As a keeper of taxpayer funds, you have an obligation to spend prudently. Purchase only those features absolutely necessary for the contemplated use. Remember, gold-plating can be deemed waste and abuse.

### ADDITIONAL GUIDANCE TOOL

#### AFI 65-601 V1

- Appliances and Furnishings for Work Break Areas (Para.4.40)
- Approving Honoraria and Speaking Fees (Para.4.9)
- Awards and Gifts (Para.4.29)
- Bottled Drinking Water (Para.4.45)
- Business Cards (Para.4.36.1.1. and AFI 64-117, Para.2.2.14)
- Change of Command Ceremonies (Para.4.27.2)
- Entertainment (food, drink, music, etc) (Para.4.28)
- Ethnic and Holiday Observances (Para.4.26)
- Graduations (Para.4.27.3)

- Issue of Enlisted Grade Insignia (Para.10.55.4 & 10.55.5)
- Membership in Professional / Civic Organizations (Para.4.44 and 4.44.1)
- Microwaves/Refrigerators (Para.4.40)
- Plaques (Para.4.29.2)
- Print for Invitations/Programs for Military/Civilian Retirement (Para.4.54.3 & OSD (DA&M) 28 Aug 98 policy Memorandum)
- Refreshments at Award Ceremonies (Para.4.31)
- Registration Fees for Meetings and Conferences (Para.4.42)
- Special Uniforms (i.e., desert BDUs, Flight Suits) (Para.10.55.7 & AFMAN 23-110 V2, Sec 23C)
- Squadron Coins (Para.4.29.2)
- Traditional Ceremonies (does not include retirement) (Para.4.27)
- US Flag for Military Retirees (Para.4.54)

#### AFI 64-117

- Training Req for DD Fm 1556 (Para. 2.11.2 and AFI 36-401)

### **PURCHASE CARD TRAINING INITIAL / REFRESHER**

GPC Initial Training is REQUIRED for those Billing Officials, Alternate Billing Officials, Cardholders, and Convenience Check Writers who have not previously completed formal training in small purchases/contracts. Prior to attending the GPC Initial Training class, each person MUST complete the DoD Government Purchase Card Tutorial at [http://clc.dau.mil/kc/no\\_login/portal.asp](http://clc.dau.mil/kc/no_login/portal.asp). Attendees MUST bring a copy of their Certificate of Completion (online training certificate) to the class. If they do not have the Certificate of Completion, they will not be allowed to attend the GPC classroom training. Please contact the GPC Team for instructions to access the online training module.

Annual GPC Refresher Training (3 hours) is MANDATORY for all program participants, billing officials (alternates included) and cardholders. Failure to attend this training within **30** days of your due date will result in temporary suspension until this requirement is satisfied. If the billing official account is suspended, all cards managed there under will be rendered useless.

The next GPC Initial training session is scheduled for 04 Feb 04 from 0800 to 1200 in Bldg 130, Room 2473

The next GPC Refresher training session is scheduled for 11 Feb 04 from 0900 to 1200 in Bldg. 219, Room 1440 C&D

Attendance is on a first-come, first-served basis. For further information, contact Kelly Britton (3-5930) or Jennifer Agcaoili (3-0623).

**In essence, you must attend refresher training within 12 months of your last training session... whenever that was!!** Attending either the Initial or Refresher training will satisfy the annual refresher training requirement.

The upcoming training schedule is included for your convenience and planning.

<b>Initial</b>	<b>Refresher</b>
Bldg. 219, Room 1080	Bldg. 219, Room 1080
0800-1200	0900-1200
04 Feb 04 (Bldg 130, Rm 2473)	11 Feb 04 ( Rm 1440 C&D)
03 Mar 04	10 Mar 04 (Bldg 130, Rm 2473)
07 Apr 04	14 Apr 04
05 May 04	12 May 04
02 Jun 04	09 Jun 04

### **NOTES**

As always, questions, comments and/or suggestions should be submitted to our GPC dedicated e-mail address at [smcpk.impact@losangeles.af.mil](mailto:smcpk.impact@losangeles.af.mil). Take good care of yourselves!!

**Dalice**